



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN
Chief Administrative Officer

March 21, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

Board of Supervisors

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First District

YVONNE BRATHWAITE BURKE
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ZEV YAROSLAVSKY
Third District

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Fifth District

RISK MANAGEMENT INFORMATION SYSTEM IMPLEMENTATION PROJECT STATUS REPORT – MARCH 2003

Per your Board's instructions, we are providing a monthly status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

Background

On March 6, 2001, your Board approved the development and implementation of a new, state of the art RMIS. Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected department heads to develop an implementation plan for departmental use of the RMIS and instructed each department/district head be accountable for the use of the RMIS as part of the annual Management Appraisal and Performance Plan (MAPP).

In response to your Board's direction, departments have made, and continue to make, a substantial effort to participate in the implementation of the RMIS in order to incorporate use of the system within their operations. We responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's July 16, 2002 approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services enabled the CAO to accommodate the various department needs.

Accomplishments

- As of March 4, 2003, RMIS has replaced the existing separate systems from County Counsel, the Executive Office, and the County's Third Party Administrators (TPAs): Carl Warren and Company; and Octagon Risk Services.

Current Status

- During the warranty period, the project team has been working with County Counsel, TPA staff and key County departments to identify and develop key reports for claims management, litigation management, and risk management. We expect these reports to be finished by June 4, 2003.
- Also, during the warranty period, the project team continues to meet with County Counsel staff to resolve data conversion issues necessary for RMIS implementation. The project team also continues to meet with Risk Technologies, Inc. (RTI), to work on conversion issues defined for the seven databases to be converted into the RMIS. We also expect all conversion issues to be resolved by June 4, 2003.
- As a result of the implementation, the project team continues to meet with County Counsel and RTI to identify and negotiate additional functionality after the initial implementation. These added functions to the RMIS will be at an additional cost to the County and would be separately negotiated at a later date.
- After RMIS training, the departmental users have begun to document ways to streamline their information workflows and increase efficiency and effectiveness in communicating with other departments.

Completed Project Milestones	<u>Start Date</u>	<u>Finish Date</u>
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002
Claims and Lawsuits Design Review Process	June 2, 2002	November 30, 2002
Departmental / TPA Users Training	January 27, 2003	February 7, 2003
Parallel System Testing Process Original:	October 15, 2002	December 31, 2002
Revised:	February 10, 2003	February 28, 2003
RMIS System Implementation	March 4, 2003	March 4, 2003

Upcoming Project Milestones	<u>Scheduled Start Date</u>	<u>Scheduled Finish Date</u>
RMIS Warranty Period	March 4, 2003	June 4, 2003

If you have any questions, please call Rocky Armfield, County Risk Manager at (213)351-5346.

DEJ:SRH:RA
 DU:CY:lis

c: Executive Officer, Board of Supervisors
 County Counsel